



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address	Application Number	
Application Number	Department of Education Planning, Research and Evaluation 217 State Office Building Atlanta, Georgia 30334	80-246	
		Date Received	Date Completed
		MAR 24 1980	APR 15 1980
2. Person to Contact	Working Title	Telephone Number	
Jess Elliott	Director of Research	656-2402	
3. Action Requested			
a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.			
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.			
c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series	5. Records Series Title (followed by title used in office, if different)		
Earliest			
Latest			
1966	ANNUAL STATE EVALUATION REPORT TO DHEW (ESEA TITLE I)		
Present			
6. Division and Office Function			
What is the function of the Division and the Office in which this record series is created?			
The Evaluation Unit of the Planning, Research and Evaluation Division is responsible for conducting federal requirements for evaluating Title I, ESEA; designs and conducts evaluation studies of the Department; administers the Georgia School Finance Study; and provides information to local systems, CESA's and Department staff on research in education in the nation.			
7. Record Series Description			
This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.			
Documents relating to: Reporting the operations and impact of projects funded by ESEA Title I.			
Included are: State Evaluation Reports			
File is arranged: Chronologically by Fiscal Year.			
8. Monthly Reference Rate			
How often are records referred to which are:			
One to six months old <u>4</u> ; Seven to twelve months old <u>3</u> ; Thirteen to twenty-four months old <u>8</u> ;			
twenty-five months and older <u>10</u> ?			
9. Annual Rate of Accumulation of Records			
Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>1 1/2" per year</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|-----------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 40 _____ years. |
| c. Federal law | 5* _____ years. | f. Federal retention instructions | 5 _____ years. |
- *after submission of report and after any audits in process have been completed.
Attach copy or excerpt of laws or regulations. Explain administrative need.

Needed to compare prior program operation with current.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

1966 - 1979 Reports: Hold in current files area 40 years; then transfer to State Archives for permanent retention. Earlier transfer is authorized.

1980 and on Reports: Transfer record copy to archives for permanent retention; hold work copy in current files area until no longer needed; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	3/20/80	Walker L. Baumgardner	3-13-80
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>[Signature]</i>	4-11-80
State Auditor/Designee	Secretary of State/Designee	Attorney General/Designee	
<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	4-9-1980
			4-14-80